



**CITY OF NORCO
CITY COUNCIL REGULAR MEETING MINUTES**

**Wednesday, February 17, 2016
City Council Chambers, 2820 Clark Avenue, Norco, CA 92860**

CALL TO ORDER: 6:00 p.m.

ROLL CALL: Kevin Bash, Mayor, **Present**
Greg Newton, Mayor Pro Tem, **Present**
Robin Grundmeyer, Council Member, **Present**
Berwin Hanna, Council Member, **Present**
Ted Hoffman, Council Member, **Present**

CLOSED SESSION:

The City Council recessed to Closed Session (Section 54954) to consider the following matters:

§54956.8 – Conference with Real Property Negotiators:

Property: APN 126-120-038

City Negotiator: City Manager Andy Okoro

Negotiating Party: Successor Agency to the Norco Community Redevelopment Agency

Under Negotiation: Price and conditions for acquisition of property

§54956.9(c) – Conference with Legal Counsel – Anticipated Litigation

One Case

RECONVENE PUBLIC SESSION: 7:13 p.m.

REPORT OF ACTION(S) TAKEN IN CLOSED SESSION - §54957.1: (City Attorney)

City Attorney John Harper indicated that there was no reportable action from Closed Session.

PLEDGE OF ALLEGIANCE: Council Member Robin Grundmeyer

INVOCATION: Joe McKuen

INTRODUCTION: Syed Raza, Caltrans Deputy District Director
Program Project Management

Mr. Raza introduced himself and noted that he is the ambassador for District 8, which

Agenda Item: 2.A.

covers Riverside and San Bernardino counties. Mr. Raza stated that he has been with Caltrans for 25 years and is familiar with the issues in the region. Mr. Raza noted that one of the priorities for Caltrans is to be more engaged in the communities it serves, as well as more responsive and more transparent. Mr. Raza indicated that he met with City staff earlier in the day to discuss traffic and other concerns and said he would continue to follow up with staff.

PRESENTATION: Rafat Abbasi, Senior Project Manager,
Department of Toxic Substances Control –
Update on the Former Wyle Labs Property

Mr. Abbasi provided a brief update to the City Council. Since 2008, the Department of Toxic Substances Control (DTSC) has been cleaning up contamination on and off site of the former Wyle Labs property since 2008. Currently, there are two main clean-up activities taking place on and off the property. One clean-up activity is at the center of the property where there is significant amount of contamination that contributed to on and off site runoff, particularly near Golden West Lane and Third Street. DTSC is trying to remediate that part of the property. The technology used for treating the contamination is very advanced. The soil is heated until the contamination disassociates from the soil. Suction wells extract the contamination from the soil. The other activity taking place involves remediation of contaminated ground water from the 13 wells in the area, on and off site. The remediation has been very successful with approximately 1,500 pounds of TCE extracted from the ground water. Since 2008, approximately 40 million gallons of contaminated water has been extracted. The key objective of the system was to make sure that the contamination does not further migrate from the site to the neighborhoods, and the process has been successful.

Council Member Hoffman noted that he toured the former Wyle property several weeks ago and there are some areas of serious contamination. Mr. Hoffman asked if the water is going back into the stream bed. Mr. Abbasi indicated that the water is first treated, then discharged into the stream, which has been permitted by the Regional Water Quality Control Board.

Mayor Pro Tem Newton commented on resident concerns regarding possible contamination from the undeveloped hills above Crestview Avenue. A resident has questioned the toxicity of the soil. Mayor Pro Tem Newton asked how DTSC can work with the resident on this issue. Mr. Abbasi indicated that DTSC typically gets involved via a referral from a sister agency and/or if an issue is identified through some discovery by the federal or state government. As far as the resident complaint of alleged soil contamination, DTSC is available to discuss the issue with the resident. DTSC can do background work to see if there is a basis to investigate the possibility of an environmental issue. Mr. Abbasi stated that there has to be some basis; otherwise, DTSC typically does not get involved.

CITY COUNCIL BUSINESS ITEMS AS FOLLOWS:

1. CITY COUNCIL COMMUNICATIONS / REPORTS ON REGIONAL BOARDS AND COMMISSIONS:

Council Member Hanna:

- Attended a subcommittee meeting for Riverside Transit Agency approving the mid-year budget.
- Reminded the public of the 91 freeway closure this weekend.
- Commented on the Rebuilding Warrior event on Saturday, February 20th in which Service K9 Dreamy will be presented to U.S. Army Veteran Gary Orvis at the George Ingalls Veterans Memorial Plaza.

Council Member Grundmeyer:

- No report given.

Council Member Hoffman:

- Council Member Hoffman and Mayor Pro Tem Newton met with Western Municipal Water District Board Members and staff last week to continue discussions on the alternative for completing the Chino Desalter Authority's Expansion Project.

Mayor Pro Tem Newton:

- Attended a Chino Basin Desalter Authority Board meeting last week approving amendments to expansions and a construction contract.
- Attended a Western Riverside County Regional Wastewater Authority Board meeting yesterday to review auditor reports and financial statements.

Mayor Bash:

- Reported that the City hosted a visit by Congressman Calvert. The visit included a briefing of what is happening in the City and in Washington D.C., and tours of the George A. Ingalls Veterans Memorial Plaza and SilverLakes Equestrian and Sports Park. Congressman Calvert and his staff were very impressed with the Veterans Memorial and the scope of SilverLakes Park.
- Commented on issues concerning the preservation of historic properties on the Navy base. Mayor Bash introduced the City's Historic Resources Consultant Bill Wilkman to report on the letter received from the Advisory Council of Historic Preservation (ACHP). Mr. Wilkman provided background information on the property. The Norconian resort was originally 700 acres with a 60-acre lake and an over 200,00 square foot hotel. The resort has had three phases: 1) resort; 2) Naval hospital; 3) guided missiles weapons evaluations. Currently, the property is listed on the National Register of Historic Places for its resort era. The City has been attempting to include the naval hospital era and the cold war era under that designation. The letter from ACHP is one of many between the Navy, ACHP, and the Office of Historic Preservation, which has prevented the City from advancing this Norconian property for consideration for listing on the National Register of Historic Places for the hospital and cold war eras. Mr. Wilkman expressed the difficulties in achieving this goal and thanked the Council for keeping the process moving forward.

2. CITY COUNCIL CONSENT ITEMS:

Council Member Hoffman pulled Item 2.A.

M/S HANNA/GRUNDMEYER to approve the remaining items on the Consent Calendar as recommended. The motion was carried by the following roll call vote:

AYES: GRUNDMEYER, HANNA, HOFFMAN, NEWTON, BASH

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

- A. City Council Regular Meeting Minutes of February 3, 2016. **Pulled for discussion.** *(City Clerk)*
- B. Procedural Step to Approve Ordinance after Reading of Title Only. **Action: Approved.** *(City Clerk)*
- C. Recap of Actions Taken by the Planning Commission at its Meeting Held on February 10, 2016. **Action: Received and Filed.** *(Planning Director)*
- D. Fiscal Year 2016 Second Quarter Budget Performance Report. **Action: Received and Filed.** *(Finance Officer)*
- E. Acceptance of Proposal and Award of Performance Services Contract for On-Call Street Maintenance Services. **Action: Accepted the proposal submitted for performance services to provide Annual On-Call Street Maintenance, awarded a multi-year contract to Hardy & Harper, Inc. located in Santa Ana, California, and authorized the City Manager to execute the contract in the amount not to exceed \$100,000 annually.** *(Director of Public Works)*
- F. Acceptance of Proposal and Award of Performance Services Contract for Traffic Signal Maintenance Services. **Action: Accepted the proposal submitted for performance services to provide Annual Traffic Signal Maintenance Services, awarded a multi-year contract to Siemens Industry, Inc. located in Riverside, California, and authorized the City Manager to execute the contract in the amount not to exceed \$80,000 annually.** *(Director of Public Works)*

3. ITEM(S) PULLED FROM CITY COUNCIL CONSENT CALENDAR

- 2.A. City Council Regular Meeting Minutes of February 3, 2016. *(City Clerk)*

Council Member Hoffman referenced Page 3 of the minutes under Item 5.A. in which it states, “the site plan was modified to remove a designated area for donkeys and replaced with landscaping...” Planning Director confirmed that in fact is what was said.

M/S HOFFMAN/BASH to approve the City Council regular meeting minutes of February 3,2016. The motion was carried by the following roll call vote:

AYES: GRUNDMEYER, HANNA, HOFFMAN, NEWTON, BASH

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

4. PUBLIC COMMENTS:

Coleen Daniel commented on the 5ft. by 3ft. area containing an above ground basin which has created a hazard at 2328 Reservoir Drive. Ms. Daniel indicated that she was injured on November 29, 2015, as a result of this hazard. She said that the City built fence around the hazard and asked if the property owner is liable. Ms. Daniel stated that there are six other basins on Third Street, but those are done correctly.

Linda Dixon, on behalf of the Lake Norconian Club Foundation (LNCF), provided an update regarding the temporary repairs at the Norconian Hotel. Ms. Dixon stated that 21 drains have been cleaned out and some have been capped. Plumbing will add nine pumps to roof near kitchen area. The roof has been repaired in the kitchen area. The roof at the entrance has been re-roofed and there have been other spot repairs. LNCF is working with the roofing company for additional estimates, which will complete the temporary repairs under the injunctions. The artifacts have been kept safe and done in accordance with court requirements. Ms. Dixon also reported on the California Rehabilitation Center (CRC) Citizen's Advisory Committee she attended on February 9th. The Committee informed that as of this year, CRC is on Governor Brown's budget. CRC continues to conserve water and is exceeding state water conservation mandates. Ms. Dixon also reported that CRC has received funding for improvements of the family visiting area and to purchase athletic equipment. CRC is also establishing mutual aid equipment to assist the area in an emergency.

Bonnie Slager commented that the Norco Horsemen's Association (NHA) worked on trail improvements last Saturday on Fourth Street from the freeway to Valley View. Trail work will continue this Saturday on Temescal Avenue from Second to Third Street and invited the public to assist. Ms. Slager also mentioned the NHA Casino Night event on March 12 which benefits scholarships for Norco FFA students.

5. DISCUSSION / ACTION ITEMS:

A. Report on Fiscal Year 2015 Audited Financial Reports. (*Finance Officer*)

Finance Officer Gina Schuchard reported that the City's independent auditors, White Nelson Diehl Evans, LLP, have completed the year-end annual independent audit of City funds and accounts for fiscal year 2014-2015. The City's annual financial reports were prepared in accordance with Generally Accepted Accounting Principles (GAAP) and comply with other rules and regulations applicable to government entities.

Robert J. Callanan, C.P.A., audit partner at White Nelson Diehl Evans LLP presented a brief report on the audit. Mr. Callanan stated that this was the first time his firm audited the City of Norco. The scope of services include an audit of the annual financial statements for the year ended June 30, 2015 in accordance with Generally Accepted and Governmental Auditing Standards, and agreed-upon procedures related to the City's calculation of the GANN limit. Mr. Callanan reported that there were no material weaknesses and no noncompliance issues. On lower level deficiencies, Mr. Callanan reported that there were two – one related to the allocation of street damage repair costs to enterprise funds and the other related to wastewater capacity rights transactions. Mr.

Callanan stated that there were no difficulties during the audit and no disagreements arose during the course of the audit.

M/S BASH/NEWTON to approve receive and file. The motion was carried by the following roll call vote:

AYES: GRUNDMEYER, HANNA, HOFFMAN, NEWTON, BASH

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

- B. Approval of Mid-Year Amendments to the Fiscal Year 2015-2016 Annual Operating Budget. (*Finance Officer*)

Finance Officer Gina Schuchard reported that the recommended mid-year budget revisions increase estimated General Fund revenues by a net amount of \$808,428 due to projected increases in various revenues categories. General Fund adopted expenditures are recommended to be increased by a net amount \$87,355 due to an increase in contracts, personnel request, El Niño related cleanup and expenditure offsets related to revenue increases. The mid-year budget amendment also includes recommended revenue and expenditure adjustments to Gas Tax, Water and Sewer Funds. The proposed mid-year adjustments also include a recommended personnel addition.

In response to Council Member Hanna, Public Works Director Chad Blais indicated that the fire hydrant testing request to test the remaining 1,000 hydrants will complete the testing of hydrants in the water system for the City. GIS is assisting in documenting the locations of all the hydrants and the process has been effective. Council Member Hanna also commented that the funding request for a Permit Technician due to an increased number of records requests could be used to hire an additional sheriff's officer. City Manager Okoro noted that the increased number of records request is just one reason for the request for the Permit Technician.

Council Member Grundmeyer asked if the difference between the fund balance in June and the estimated fund balance goes into the reserves or does the City start off with a bigger fund balance. Finance Officer Shuchard indicated that the goal is to keep it in reserves.

Council Member Hoffman referenced the 2015 Storm Debris Removal and asked if the \$20,000 request is in addition to what has been spent for the Crestview Drive temporary flooding remediation. Director Blais stated that the request is for overall operations for mitigation issues. In response to Council Member Hoffman regarding costs for the fire contract, Battalion Chief Lane stated that the partner cities are charged for what they use. City Manager Okoro added that there are certain costs in the contract that are based on allocation, which is driven by the number of calls. Mr. Okoro also addressed Council Member Hoffman's question about an Emergency Medical Response (EMS) fee collected by the City. Mr. Okoro stated that the City has a voluntary EMS subscription program. Those who opt-in the program pay \$4 per month. Those who opt-out receive a bill when emergency services are used. Council Member Hoffman also asked if the hydrant testing could be postponed until the next fiscal budget. Director Blais indicated that it could; however, the goal is to complete the testing this fiscal year in order to begin the next phase

of general routine maintenance. Lastly, Council Member Hoffman expressed the need for a part-time staff member at Ingalls Park Monday through Wednesday.

In response to Mayor Pro Tem Newton's question regarding fire hydrant testing, Director Blais indicated that the consultant is identifying the issues and providing a detailed report. The consultant is not providing a cost estimate. Mayor Pro Tem Newton commented on the request for a full-time Permit Technician. Director King indicated that the current part-time position will be changed to a full-time position to assist with increased duties in the Building Division as well as assuming Planning Department administrative duties currently handled by the Deputy City Clerk. In response to Mayor Pro Tem Newton, City Clerk Cheryl Link stated that the City Clerk's Office currently spends 30-40% of staff time handling records requests. There was some discussion about the request to reclassify the existing Maintenance Worker II position and Mayor Pro Tem Newton asked if the salaries are competitive. City Manager Okoro stated that this issue has been discussed with Council in the past and that there is clear that the City of Norco lags with competitive pay. As employees become more experience and become more certificated, they tend to be hired by other agencies.

M/S HOFFMAN/BASH to adopt Resolution No. 2016-07, approving various mid-year amendments to the Fiscal Year 2015-2016 annual Operating Budget and authorizing changes in appropriations and revenues thereto. The motion was carried by the following roll call vote:

AYES: GRUNDMEYER, HANNA, HOFFMAN, NEWTON, BASH
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

6. CITY COUNCIL / CITY MANAGER / STAFF COMMUNICATIONS:

None.

ADJOURNMENT

Mayor Bash adjourned the meeting at 8:59 p.m.

Cheryl L. Link, CMC, City Clerk